

OPNAVINST 3500.38A/ USCG COMDT INST 3500.01A

# *Universal Navy Task List (UNTL)*



Version 2.0  
1 MAY 2001

**OPNAVINST 3500.38A/USCG COMDTINST M3500.1A**

**1 May 2001**

CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 3500.38A  
N512  
USCG G-OPD

OPNAV INSTRUCTION 3500.38A/ USCG COMDT INSTRUCTION M3500.1A

From: Chief of Naval Operations  
Commandant, United States Coast Guard

Subj: UNIVERSAL NAVY TASK LIST (UNTL)

Encl: (1) Universal Navy Task List (UNTL)

Ref: (a) CJCSM 3500.04B, 1 October 1999, "Universal Joint Task List"  
(b) CJCSI 3500.01B, 31 December 1999, "Joint Training Policy for the Armed Forces of the United States"  
(c) CJCSM 3500.02B, 1 May 1998, "Joint Training Master Plan 2000"  
(d) CJCSM 3500.03, 1 Jun 96, "Joint Training Manual"

(e) CINCPACFLT/CINCLANTFLTINST 3501.3, 14 March 2001, "Pacific Fleet and Atlantic Fleet Training Strategy"

1. Purpose

a. To provide joint force and naval commanders an interoperability tool for use in articulating their mission requirements.

b. To provide the Navy and Coast Guard a standardized tool for describing requirements for the planning, conducting, assessing, and evaluating of joint, Navy, and Coast Guard training.

2. Cancellation. OPNAVINST 3500.38/USCG COMDTINST M3500.1, 30 September 1996, is canceled.

**OPNAVINST 3500.38A/USCG COMDTINST M3500.1A**

**1 May 2001**

3. Background. The Universal Navy Task List (UNTL) is a single source document that combines the Universal Joint Task List (UJTL), reference (a), with the Navy Tactical Task List (NTTL). As applied to joint training, the task list provides the common language that commanders can use to document their command warfighting requirements as Joint Mission Essential Tasks (JMETs). It provides Navy planners and trainers with a single task list to articulate both joint and navy specific training requirements. The UNTL's tactical level of war task list is a compilation of Navy and Coast Guard tasks, and is written utilizing the common language and task hierarchy of the UJTL. The UNTL is architecturally linked to the UJTL by also including the UJTL's Strategic-National (SN), Strategic-Theater (ST) and Operational (OP) levels of war tasks.
4. Scope. This manual applies to Navy and Coast Guard (Department of Defense related missions) activities, commands and personnel conducting joint and Naval operations and training.
5. Discussion. The UJTL/JMETL and UNTL/NMETL structures were developed as a standardized tool for describing requirements for the planning, conducting, assessing, and evaluating of joint training. However, because UJTL/UNTL provide a common language and reference system for addressing requirements, there are numerous service and joint initiatives to use these structures for purposes in addition to joint training.
6. Policy. All Navy and Coast Guard (Department of Defense related missions) activities shall:
  - a. Use the UNTL to facilitate linkages between Service and joint training as discussed in reference (b).
  - b. Use the detailed procedures for implementing joint and Service training policy that are contained in references (c), (d), and (e).
  - c. Apply the concepts and methodology prescribed herein in planning, conducting, assessing, and evaluating joint training.
7. Responsibilities.
  - a. The Chief of Naval Operations and Commandant, Coast Guard provide policy sponsorship and service approval of Navy and Coast Guard Task Lists.
  - b. In accordance with reference (b), the Chief of Naval Operations and Commandant, Coast Guard shall support integration of the UNTL into existing training.

**OPNAVINST 3500.38A/USCG COMDTINST M3500.1A**

**1 May 2001**

- c. Navy Warfare Development Command shall:
    - (1) Serve as coordinator and Primary Review Authority for the UNTL.
    - (2) Provide for the review and update of the UNTL.
    - (3) Upon complete review and coordination, forward inputs to the UJTL to the Joint Staff (J7).
  - d. Fleet and Type commanders shall incorporate the Universal Navy Task List into the planning, conducting, assessing, and evaluating of training.
  - e. Unit Commanders shall:
    - (1) Implement the methodology and concepts presented herein as appropriate to facilitate training.
    - (2) Provide training and lessons learned reports dealing with the UNTL/NTTL to the Navy Warfare Development Command. Forward all comments and suggested changes in accordance with paragraph 7, below.
7. Review. It is anticipated that the UNTL will be updated in conjunction with the UJTL update cycle and as required. Updates shall draw heavily from fleet users. Updates to the strategic, operational and tactical tasks and the conditions and measures can be developed using the applicable guidance in this instruction. Forward all comments and updates to the Navy Warfare Development Command, 1530 Gilbert Street, Norfolk, VA, 23511-2723.

**OPNAVINST 3500.38A/USCG COMDTINST M3500.1A**

**1 May 2001**

**Distribution:**

List	21A1	(CINCLANTFLT (N01/N3/N7, only))
	21A2	(CINCPACFLT (N01/N3/N7, only))
	21A3	(CINCUSNAVEUR (N01/N3, only))
	21A4	(COMUSNAVCENT (N02/ DEPCOMUSNAVCENT (N01))
	22A1	(COMSECONDFLT (N01))
	22A2	(COMSEVENTHFLT (N01/COMTHIRDFLT (N01))
	22A3	(COMSIXTHFLT (N01))
	23A2	(COMNAVFORKOREA (N01, only))
	23B2	(COMNAVSPECWARCOM (N01, only))
	23C	(COMNAVRESFOR (N01, only))
	24A1	(COMNAVAILRLANT (N02))
	24A2	(COMNAVIAIRPAC (N02))
	24D1	(COMNAVSURFLANT (N02))
	24D2	(COMNAVSURFPAC (N02))
	24G1	(COMSUBLANT (N02))
	24G2	(COMSUBPAC (N02))
	24J1	(COMMARFORLANT)
	24J2	(COMMARFORPAC)
	25A	(COMINSEWARCOM)
	26A1	(COMPHIBGRU TWO)
	26A2	(COMPHIBGRU ONE, COMPHIBGRU THREE)
	26B3	(COMNAVSURFRESFOR (N01))
	26J1	(COMAFLOATRAGRULANT (N01, only))
	26J2	(COMAFLOATRAGRUPAC (N01, only))
	26KKK1	(TACTRAGRULANT (N01))
	26KKK2	(TACTRAGRUPAC (N01))
	28A1	(COMCARGRU EIGHT, COMCARGRU FOUR, COMCARGRU SIX, COMCARGRU TWO)
	28A2	(COMCARGRU FIVE, COMCARGRU THREE, COMCARGRU ONE, COMCARGRU SEVEN)
	28B1	(COMCRUDESGRU EIGHT, COMCRUDESGRU TWELVE, COMCRUDESGRU TWO, only)
	28B2	(COMCRUDESGRU FIVE, COMCRUDESGRU ONE, COMCRUDESGRU THREE)
	28C1	(COMSURFWARDEVGRU (N01, only))
	28K1	(COMSUBDEVRON TWELVE (N01, only))
	41A	(COMSC)
	42E2	(COMSTRATCOMWING ONE (N01, only))
	42RR	(COMNAVIAIRESFOR (N01))
	50A	(USCINCEUR (J7), USCINCLANT (J7), USCINCCENT (J7), USCINCPAC (J7), USCINCSO (J7), USCINCSOC (J7), USCINCSpace (J7), USSTRATCOM (J7), USTRANSCOM (J7))
	B1A	OFFICE OF SECRETARY OF DEFENSE (USD, READINESS only))
	B3	(COMDT AFSC, COMDT, ICAF, COMDT NWC IRMC)

**OPNAVINST 3500.38A/USCG COMDTINST M3500.1A**

**1 May 2001**

B5	US COAST GUARD HEADQUARTERS (G-OPD), COMLANTAREA, COGARD, COMPACAREA COGARD)
B8A	(COMUSMARDEZLANT (01))
B8B	(COMUSMARDEZPAC (01))
C1A	(COMDT USAWC (only))
C2A	(ARMY WAR COLLEGE)
FB31	(EWTGLANT (N01))
FB32	(EWTGPAC (N01))
FF44	(NAVWARCOL)
FF63	(NAVSTKAIRWARCEN (N01))
FN1	(COMNAVSPACECOM (N01))
V12	(CG MCCDC) CJCJ/J7 (JETD)/J3 HQMC (POC/PPO) HQ, USAF/XOOE

COMMANDER, JOINT WARFIGHTING CENTER

COMMANDER, AIR DOCTRINE CENTER

COMMANDER, ARMY TRAINING AND DOCTRINE COMMAND  
INGALLS ROAD BUILDING 133 ROOM 7  
FORT MONROE, VA 23651-5000

This instruction will also be located on the Navy Tactical Information Compendium (NTIC).

OPNAV (N3/N5, N512, N512(2), N7, N8)

SECNAV/OPNAV Directories Control Office  
Washington Navy Yard Building 200  
901 M Street SE  
Washington DC 20374-5074 (10 copies)

Order from:  
Naval Inventory Control Point  
Cog "I" Material  
700 Robbins Avenue  
Philadelphia, PA 19111-5098

**OPNAVINST 3500.38A/USCG COMDTINST M3500.1A**  
**1 May 2001**

Stocked: 100 copies